

HOW TO USE ASSIGN A HOT TOPIC TO A CASE

Step 1: Select the Hot Topics Tab at the Case Level (2nd Row of Tabs)

The screenshot shows the NLRB Case Management System interface. The top navigation bar includes 'File', 'Edit', 'View', 'Navigate', 'Query', 'Tools', and 'Help'. Below this is a 'Saved Queries' section. The main navigation tabs are 'Inquiry', 'Home', 'Cases', 'Actions', 'Tasks', 'Suspensions', 'Contacts', 'Accounts', 'Hot Topics & Issues', 'Analytics', 'Document Names', 'Target Dates', and 'User Preferences'. The 'Hot Topics & Issues' tab is highlighted. The case details for 'Pennsylvania Truck Lines, Inc. and PTL Intermodal, Inc. as a Single Employer and/or Alter Egos' are displayed. The 'Hot Topics' sub-tab is selected, showing a table with columns: Topic, Description, Office, Status, Start Date, and End Date. The table is currently empty, and a red circle highlights the 'Hot Topics' sub-tab in the navigation bar.

If the Hot Topic Tab is not visible, click on the arrow at the end of the tabs line to locate it

This screenshot is similar to the one above, but it shows the 'Hot Topics' sub-tab selected in the navigation bar. The 'Hot Topics' sub-tab is highlighted with a red circle. The table below it is empty, and the 'Hot Topics' sub-tab is visible in the navigation bar. The case details for 'Pennsylvania Truck Lines, Inc. and PTL Intermodal, Inc. as a Single Employer and/or Alter Egos' are displayed. The 'Hot Topics' sub-tab is selected, showing a table with columns: Topic, Description, Office, Status, Start Date, and End Date. The table is currently empty, and a red circle highlights the 'Hot Topics' sub-tab in the navigation bar.

Step 2: Click on the Add Button

The screenshot shows the NLRB Case Management System interface. The 'Case List' section is active, and the 'Add' button in the 'Menu' dropdown is circled in red. The case details for Case Number 08-CA-024604 are displayed, including Case Name, Status, IA Category, Barg Status, and various dates. The 'Add' button is located in the 'Menu' dropdown, which also includes 'Delete' and 'Query' options.

Step 3: Select the appropriate Hot Topic

The screenshot shows the NLRB Case Management System interface with the 'Add Hot Topics' dialog box open. The dialog box displays a list of hot topics with columns for Topic, Type, Description, Office, and Status. The 'Add' button at the bottom right of the dialog box is circled in red. The case details for Case Number 08-CA-024604 are visible in the background.

| Topic | Type | Description | Office | Status |
|--|------------|----------------------|-----------------------------------|--------|
| Rival Unions | Hot Topics | | Office of Appeals | Active |
| Request for Information -- Financial Records | Hot Topics | | Division of Operations Management | Active |
| Social Media | Hot Topics | | Division of Operations Management | Active |
| Use of Employer eMail | Hot Topics | charges involving us | Division of Operations Management | Active |
| Cessation of Dues Checkoff | Hot Topics | | Division of Operations Management | Active |
| Post Arbitration Deferral | Hot Topics | | Division of Operations Management | Active |
| Accretion | Hot Topics | | Default Organization | Active |
| After-acquired store clauses | Hot Topics | | Default Organization | Active |
| Bankruptcy | Hot Topics | | Default Organization | Active |
| Contingent Workers | Hot Topics | | Default Organization | Active |

Click Add

Your selection will appear in the Hot Topics tab in your case

File Edit View Navigate Query Tools Help **NLRB**

Cases: 08-CA-024604 > Case Hot Topics:

Inquiry Home Cases Actions Tasks Suspensions Contacts Accounts Hot Topics & Issues Analytics Document Names Target Dates User Preferences

Case List

Menu Query Check Spelling Submit Recall Participant List

Case Number: 08-CA-024604 Case Name: Pennsylvania Truck Lines, Inc. and PTL Intermodal, Inc. as a Single Employer and/or Alter Egos Dispute/Unit City: Cleveland

Status: Closed Charging Party/Petitioner: Field Agent: 08CLEASGN Dispute/Unit State: OH

IA Category: 2 Date Filed: 5/21/1992 Field Supervisor: Team: 08CLEASGN

Barg Status: Filed Date + 120: 09/18/1992 Filed Date + 365: 05/21/1993 Closed Reason: Informal Settlement

Date Closed: 4/30/2004

Case Team Participants Admin Participants Summary Case File Actions Target Dates Allegations Bargaining Units Remedies Election Tally Related Cases Election Schedule More Info GC Hot Topics

Menu Add Delete Query 1 - 1 of 1

| Topic | Description | Office | Status | Start Date | End Date |
|-----------------------|----------------------------|--------|--------|------------|----------|
| > Request for Informa | Division of Operations Mar | Active | | 12/2/2011 | |

0 of 0

Trusted sites 125%

Extra: If you want to see how many cases nationwide involve the same Hot Topic, click on the Hot Topics tab at the top of NxGen.

File Edit View Navigate Query Tools Help **NLRB**

Saved Queries: [dropdown]

Home: Inquiry Home Cases Actions Tasks Suspensions Contacts Accounts **Hot Topics & Issues** Analytics Document Names Target Dates

Edit Layout

My Homepage Welcome Back ELIZABETH KILPATRICK. Today is Friday, December 02, 2011.

My Actions - x

My Tasks - x

My Cases - x

Query for the Hot Topic you want

File Edit View Navigate Query Tools Help **NLRB**

Saved Queries: [dropdown]

Asset: Inquiry Home Cases Actions Tasks Suspensions Contacts Accounts **Hot Topics & Issues** Analytics Document Names Target Dates

List

All Hot Topics & Issues [dropdown] Menu [dropdown] New Delete Query **Query Results** 1 - 1 of 1

| Name | Type | Status | Division | Description | Start Date | End Date | Billing Profile |
|--|------------|--------|----------------------------|-------------|------------|----------|-----------------|
| > Request for Information -- Financial Records | Hot Topics | Active | Division of Operations Man | | | | |

Menu [dropdown] Query Collaborate Create Team Space 1 - 3 of 3

| Item | Case Number | Case Name | Date Filed | Status | IA Category | Charging Party/ I Blocked |
|------|--------------|--|------------|--------|-------------|---------------------------|
| > * | 09-CA-029458 | Transportation Commercial Factors, Inc. | 3/27/1992 | Closed | 1 | UNITED MINE WORK |
| * | 03-CA-018626 | M.J. Mechanical Services, Inc. | 6/6/1994 | Closed | 2 | SHEET METAL WORK |
| * | 08-CA-024604 | Pennsylvania Truck Lines, Inc. and PTL Intermodal, Inc. as a Single Employer and/or Alter Egos | 5/21/1992 | Closed | 2 | |

Done [status icons] Trusted sites [dropdown] 125%

The cases with that Hot Topic will appear below